

Section 7 SCHOOL CLOSINGS AND DISMISSALS

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WEATHER RELATED SCHOOL CLOSINGS AND DISMISSALS:

In case of inclement weather school may be delayed, closed or dismissed early. Public school districts provide bussing for our students. Most of our students reside in the Central Dauphin School District. Holy Name of Jesus School follows the Central Dauphin School District Transportation Department's decisions for delays, closings, and early dismissals.

Some students reside in neighboring school districts such as:

- Harrisburg School District
- Lower Dauphin School District
- Middletown School District
- Steelton/Highspire School District
- Susquehanna School District

These school districts may begin/dismiss students at a different time on inclement weather days. Please be cognizant of your child(ren)'s school district announcements.

Information regarding delays/closures is available by listening to radio stations or checking their websites:

- WHP 580 AM www.whp580.com
- Wink 104 FM www.wink104.com
- BOB 94.9 FM www.bob949.com
- The River 97.3 FM www.theriver973.com
- KOOL 99.3 FM www.993kissfm.com/pages/weather/stormwatch.php

or watching the local media stations or checking their websites:

- WGAL - Channel 8 www.wgal.com
- WLYH - Channel 15 www.cw15.com
- WHP - Channel 21 www.whptv.com
- WHTM - Channel 27 www.abc27.com

or the Holy Name of Jesus School website: www.holynameofjesus.com.

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DAILY DISMISSAL:

In the interest of safety, students are to leave school by:

- Designated School District bus/van
- Parent/guardian transportation (please see Car Rider information)
- Walking in an orderly fashion in Car Rider or bus/van line

Bicycles or other separate means of leaving school is prohibited.

Cars are not permitted to drive behind the church during the school hours of 7:30am to 8:30am and 2:30pm to 3:30pm, because of bussing and the safety of your child(ren). Please see the map on page 21 of this handbook. This action interferes with the safety of the students and the flow of bus traffic.

CAR RIDERS:

Arrival:

Parents who bring their child(ren) to school must drop them off in front of the school building. If it is before 7:50am, students should go to the Social Hall. **Morning car rider drivers may drive up to the patio outside the Primary Building Lobby to drop off student/s. For the safety of the children being dropped off please exercise caution in this area.**

The administration does make an exception at times when the students have projects, materials for projects, birthday treats or food for a seasonal party. Parents/guardians may accompany a student to the classroom to help them carry these items prior to 8:10am.

By 8:10am all students should be in their classrooms ready for announcements and prayers to begin. If any parent/guardian needs to deliver items to the student/s or classroom teacher and it is after 8:10am, please bring the items to the office and the office staff will deliver these things to the appropriate classroom/teacher.

Car Rider Notes for 3:00pm Dismissal:

Due to the number of students we have at the school, please try to plan ahead. Inform your child(ren) in the morning if they will be a car rider at dismissal and send a note with your child(ren) to give to his/her homeroom teacher/s. If the note is not possible please call (717-657-1704) or fax (717-657-9135) the school office by 11:00am to request that your child(ren) be dismissed with car riders that afternoon.

Children in all grades, leaving school with someone other than their parent/guardian must give a note to their homeroom teacher when they come to school that morning. The note must be from the parent/guardian and must designate the person with whom the child(ren) will be leaving. For the safety and security of all of our students, we will not allow a child to go home with anyone other than their parent/guardian without prior authorization.

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Everyday Dismissal:

Parents will park outside the Primary Building. Parents will line up outside the Primary Building in a single file line to enter at 3:00pm the left door to go into the former church. Tables will be set up at the top of the steps for parents to sign out their child. ID may be required. After the parent has signed out the child, the parent will go to another teacher on duty to call the child/children. Parents and students will exit the former church through the middle door of the former church into the lobby to exit the building through the middle door.

For the safety of everyone during dismissal, the children are not permitted to enter or cross the parking lot/area without an adult.

Only busses are permitted to drive around the back of the church/school and out by the gym between 7:30am to 8:30am and again from 2:30pm to 3:30pm!

We recognize the need for caution because of the uniqueness of our school/parish facility and the layout of our buildings. We ask you to exercise caution as you *slowly* drive through the campus.

Early Dismissal:

In an effort to provide greater security and organization to our scheduled early dismissal dates, Holy Name of Jesus School has implemented the following procedures:

- When we have a scheduled 11:30am dismissal, students will be dismissed from the former Church/Primary Building Lobby.
- Parents/guardians must send a note to the school with your child(ren) if your child(ren) are being picked up by anyone other than mom, dad, or legal guardian.
- Parents/guardians will be asked to form a line leading up to the Primary Building Lobby doors. Entrance and exits will be clearly labeled.
- The parent/guardian or your authorized party signature will be required before your child(ren) will be dismissed. Staff members will be at tables in the lobby to assist you. If necessary, the parent/guardian, or authorized party may be asked for identification.
- Students whose school districts provide transportation on an early dismissal day and are riding home on the bus will be dismissed separately to wait in an alternate location for their bus.

BUS RIDERS:

The school district in which you reside assigns the bus and the bus stop your child(ren) will have. **School districts do not permit students to ride on any other bus or get off at a different bus stop, other than the one assigned. This rule is for the safety of your child(ren).**

Please notify the school office, as soon as possible, if there are any address changes that will affect your bussing assignment. In order to change a bus stop the parent/guardian must complete a bus change form. Forms are available in the school office. Please allow at least two weeks for the paperwork to go through the proper channels. An office staff member will notify you when the change is complete.

LEAVING SCHOOL EARLY:

We require a note from the parent/guardian if a student must leave school early. Please send the note to school with your child(ren). The homeroom teacher and the school office must be informed of an appointment or early dismissal with a preference to a 24-hour advance notice. All students must be signed out and picked up at the school office. Students will be called to the office when their parent/guardian arrives.

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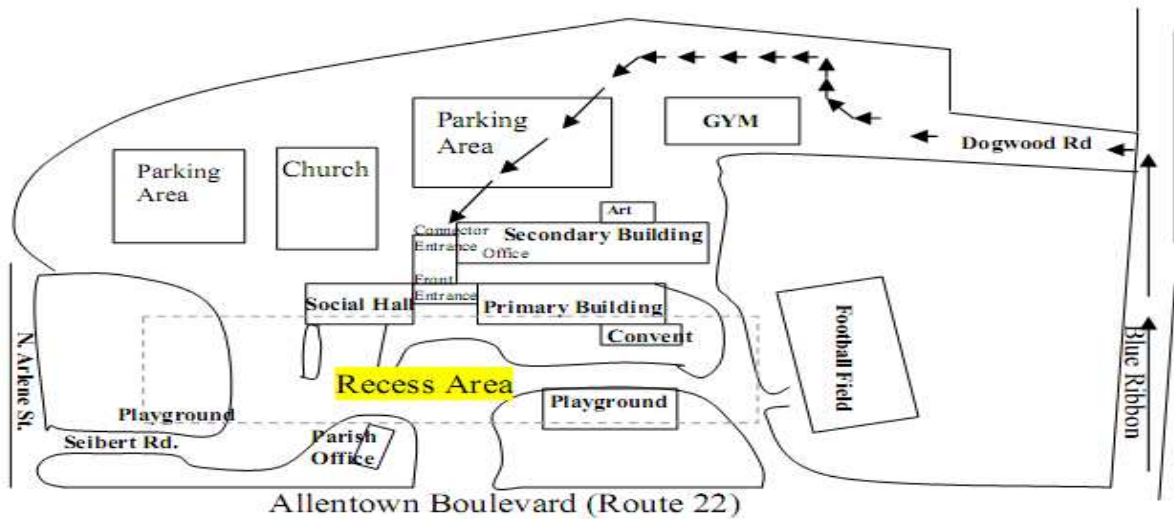
Should your child be leaving school for an early dismissal with someone other than:

- the parent/guardian
- or person listed on the emergency form

the office needs a note with the name of the person who will be picking up your child. Identification may be required.

Children leaving school early must be picked up no later than 2:45pm or they will be dismissed with car riders at 3:00pm.

ACCESS TO SCHOOL DURING THE DAY/LUNCHTIME:



For the safety of our school children at Holy Name of Jesus School we are asking that you please drive around the school campus according to the map above and the instructions below:

During the hours of 7:30am through 3:30pm the students are walking around the campus to and from classes, busses are dropping off or picking up students, and the children are out at recess. For their safety we ask that all families/visitors please **enter/exit** the school campus using Blue Ribbon Ave. and Dogwood Rd., traveling behind the gym to park in the lot nearest the connector entrance (see above diagram) from 8:10am to 3:30pm.

This parking area gives you access to the office, to sign in your child(ren) or pick up your child(ren) early.

Students share the front parking areas as part of their playground during lunchtime recess scheduled from 11:00am to 1:15pm. For student safety, barriers and/or orange cones are set up in the recess area blocking access to this area of the school. **Any driver without Administration approval may not move barriers and/or orange cones.**

These driving instructions do not include parents who are picking their child(ren) up as 3:00pm car riders in front of the Primary Building.

From 8:10am to 3:30pm the Connector Door with the Canopy is the only access to the office.

EMERGENCY DISMISSAL FOR REASONS OTHER THAN INCLEMENT WEATHER:

Our school safety committee has developed procedures for emergency dismissals. This information is available in the school office upon request.